

IMPORTANT NOTICE TO ALL ASAP USERS

The Financial Management Service (FMS) is developing Release 2.0 of the Automated Standard Application for Payments Internet application, ASAP.gov. Targeted for December 5, 2005 implementation, Release 2.0 will introduce a new web-based online Recipient Organization (Recipient) enrollment process that will allow Recipients to complete their own enrollment using ASAP.gov.

Under Release 2.0, Recipients must have a Data Universal Number System (DUNS) number and Taxpayer Identification Number (TIN) to enroll in ASAP.gov. DUNS and TIN are already required at the time of the grant application and Federal Agencies will be required to provide this information to start the enrollment of a Recipient in ASAP.gov. FMS is working with existing Recipients to ensure that all have identified their DUNS and TIN. We will notify Federal Agencies of any Recipients that fail to provide this information prior to Release 2.0 as it will impact a Recipient's ability to access ASAP.gov.

While Release 2.0 will be implemented in December 2005, users will not see the new functionality until February 6, 2006. In December 2005 and January 2006, FMS will be granting access to Recipient Organization officials who have new roles in the ASAP.gov enrollment process. Federal Agencies will also have a new role in Release 2.0, which is needed to initiate Recipient enrollments. FMS will be contacting the Agencies to complete the enrollment of users for this new role during December and January. The new roles for both Recipient Organizations and Federal agencies are described below.

To prepare for Release 2.0, user access via the legacy ASAP dial-up method will be discontinued on October 31, 2005. This means that your access to ASAP using the CQ software or AT&T van connection will be terminated on October 31st and all users must use ASAP.gov. If you or anyone in your office is still using legacy ASAP access, you should begin using ASAP.gov immediately. If you do not have ASAP.gov access or have any questions about the upcoming changes to ASAP.gov, contact your servicing [Regional Financial Center](#).

New Roles for ASAP.gov Release 2.0 Redesigned Enrollment

Federal Agency Role:

- **Enrollment Initiator:** The Enrollment Initiator is the person at the Federal Agency who is responsible for initiating enrollment in ASAP.gov by identifying the organizations to be enrolled and the Point of Contact at each Organization. The Federal Agency's Certifying Officer may not have the Enrollment Initiator role. This is a mandatory role.

Recipient Organization Officials:

- **Point of Contact:** The Point of Contact is responsible for entering the Head of the Organization, Re-Delegated Head of Organization, Financial Official, and Authorizing Official for the Organization's enrollment. The Point of Contact is also responsible for verifying the accuracy of the DUNS, TIN, and official organization name entered by the Federal Agency's Enrollment Initiator.* This is a mandatory role.
- **Head of Organization:** The Head of Organization is the top management official who establishes the authority for the Organization to use ASAP.gov. The Head of the Organization will approve the Re-delegated Head of Organization, the Authorizing Official, and the Financial Official who were identified by the Point of Contact. This role is mandatory.
- **Re-Delegated Head of Organization:** The Re-Delegated Head of Organization will be able to act on behalf of the Head of Organization once approved by the Head of Organization. This is an optional role.
- **Authorizing Official:** The Authorizing Official is responsible for entering the organization's profile and for identifying payment requestors and inquirers. This is a mandatory role.
- **Financial Official:** The Financial Official is responsible for providing and maintaining banking information. This is a mandatory role.

*Recipient Organizations are not allowed to change their official name in ASAP.gov until they have coordinated with each Federal agency with which they do business. Once the change is coordinated with all agencies, the Organization must work with their servicing FMS Regional Financial Center to make the change.